

March 10, 2016

Meeting Location: Loblolly Conference Room, State Materials Office, Gainesville, Florida.

Meeting Attendees:

Asphalt TRT Members: Rich Hewitt- TRT Chairman (State Construction Office), Jeff Fetzko (Turnpike), and Igor Dubrovskiy (District 6) attended remotely by videoconference.

Other Attendees: Susan Robeson (State Construction Office), Stacey White and Andy White (A&SW Consultants, Inc.) attended remotely by teleconference.

Meeting began at 10:05 am and the following items were discussed:

Sunshine Law Public Input at Public Meetings

- A request for Public Comments was made. None were received.

Agenda Item 1: Oral Presentations by Proposed Instructors

- There were no presentations by Proposed Instructors.

Agenda Item 2: Review of November 30, 2015 TRT Meeting Minutes

Note: Agenda Items 2 and 3 are combined below due to overlapping issues.

Agenda Item 3: Review e-mails and discuss Actions taken since last meeting of November 30, 2015.

- See Agenda Items below for actions taken since last meeting.

Agenda Item #4: Review of Provider audits since last meeting.

- **Actions Taken-**
 - Susan notified Hesham Ali & Florida International University (FIU) in writing that they need to teach class at an appropriate speed, limit class size based on available laboratory equipment, and ensure all proctors for proficiency exams are approved instructors for that course.
- **Action Item-**
 - TRT Members will continue to look for auditing opportunities and audit one course prior to next meeting.

Agenda Item #5: Discussion of recommendations for pending requests for approval as Construction Training and Qualification Program (CTQP) Asphalt Training Providers.

- Gannet Fleming submitted Provider Requests for Asphalt Plant 1, Plant 2, Paving 1, and Paving 2.
 - **Actions Taken-**
 - Rich Hewitt drafted a Review of the Provider Requests and distributed it to the Asphalt TRT Members.

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- **Action Items-**

- Rich Hewitt will distribute recently edited Review document and send to TRT members for review.
- Asphalt TRT members- will review Gannett-Fleming Provider Request and Rich's draft review response and provide comments to Rich by March 21, 2016.
- Rich Hewitt will finalize the review document and send to TRT Members for concurrence prior to sending it to Susan Robeson for distribution to Gannett Fleming.

Agenda Item #6: Discussion of recommendations for pending requests for approval as Construction Training and Qualification Program (CTQP) Asphalt Training Instructors.

- Dan Hart of Gannett Fleming submitted Instructor requests for Asphalt Plant 1, Plant 2, Paving 1 and Paving 2.

- **Action Items-**

- Asphalt TRT Members will review the Instruction Requests and résumé and provide comments to Rich by March 21, 2016.
- Rich Hewitt will draft a response to Dan Hart and send it to Susan Robeson.

Agenda Item #7: Discussion of revisions to, acceptance, and approval of current Asphalt Course Materials.

- **Action Taken-**

- Jeff Fetzko made revisions to the Asphalt Plant 1 Answer Key to correct numbering.
- Andy White said one of his instructors had some issues with new Plant Level 1 course.
 - Andy White will e-mail his comments.

Agenda Item #8: Discussion of acceptance and/or rejection of new courses

No new courses were discussed.

Agenda Item #9: Miscellaneous discussion.

- CTQM Chapter 3 review by Jeff Fetzko
 - Jeff reviewed Chapter 3 and discussed some of his questions/concerns with the TRT.
 - Mix Designer doesn't require requalification. Should we have a "prior to date" statement? Susan said there haven't been any issues with this lately and they would go through her office if there were.
 - Jeff asked about "one and done" courses. Those are Asphalt Mix Design, Concrete Mix Design, and QC Manager. Susan mentioned requirements for "more" active technicians to be re-qualified automatically. Susan mentioned they are working on CBT's for Level 2 courses.
 - CTQM has a new section titled "Qualifications by Job Function" to identify who needs to be qualified. Jeff mentioned documentation on what is required of Verification staff is limited at best.
 - **Actions Taken-**
 - Susan sent Jeff the most up-to-date version of CTQM Chapter 3 for Jeff to edit.

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- **Action Items-**
 - Jeff will distribute his proposed changes for review by the Asphalt TRT.
 - TRT Members will provide feedback.
 - Final recommendations will be submitted to Susan.

Agenda Item #10: Selection of Date, Time, and Location of next Asphalt TRT Meeting.

- Next Asphalt TRT Meeting will be Tuesday, May 31, 2016 (10am – 1:00pm), in the Loblolly Room at the State Materials Office in Gainesville, FL.
- **Action Items-**
 - ***Rich Hewitt-*** will e-mail Notification of Public Meeting for the next Asphalt TRT Meeting (May 31, 2016) to Andrew Gormley for posting on State Construction Office (SCO) website.
 - ***Rich Hewitt-*** will e-mail Draft Asphalt TRT Meeting minutes (March 10, 2016) to the Asphalt TRT Members for review prior to official distribution and posting on SCO website.
 - ***Asphalt TRT Members-*** Will review Draft Meeting Minutes (March 10, 2016) and e-mail concurrence or modifications to Rich Hewitt.
 - ***Rich Hewitt*** - After receiving review comments & modifications from TRT Members, Rich will make appropriate changes and e-mail final Meeting Minutes to Andrew Gormley for posting on the State Construction Office (SCO) website.

The Asphalt Technical Review Team Meeting of Thursday, March 10, 2016 was adjourned at 10:51am.